

Sant Gadge Baba Amravati University, Amravati

B. A– Part- I

Generic Open Elective Course (GOEC) IIII

Practical English Grammar for Professionals

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	601506	Practical English Grammar for Professionals	2	30	2 Hrs	30

Course Objectives	● Improve students' ability to use correct grammar in professional contexts, ensuring clarity and precision in written and spoken communication. ● Develop advanced writing skills by focusing on the correct usage of complex grammatical structures, punctuation, and sentence construction. ● Equip students with techniques for effective editing and proofreading to enhance the quality of professional documents. ● Teach the application of grammar rules in professional correspondence, such as emails, reports, and proposals, to maintain a professional tone and style. ● Increase confidence in using English grammar accurately in various professional settings, including meetings, presentations, and negotiations. ● Provide a comprehensive overview of essential grammatical skills tailored for professional environments, focusing on its practical application and common issues faced in professional communication.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> ■ Enhance Grammatical Accuracy ■ Refine Writing Skills ■ Improve Editing and Proofreading ■ Master Professional Correspondence ■ Build Confidence in Communication:	
UNIT	CONTENTS	HOURS
Unit I	Revising Basic Grammar: 1.1: Parts of Speech ● Overview of nouns, pronouns, verbs, adjectives, adverbs, prepositions, conjunctions, and interjections ● Roles and functions of each part of speech in sentences 1.2: Sentence Structure	8

	• Word order and Sentence Pattern • Subject, predicate, and object • Types of sentences: declarative, interrogative, imperative, and exclamatory 1.3: Tenses and Verb Forms • Present, past, and future tenses • Identifying the Grammatical labels and Functional labels of words • Verb in Function—Gerund, Infinitives, Participles—their uses 1.4: Articles and Determiners • Usage of 'a', 'an', and 'the' • Other determiners: some, any, few, many, much, etc.	
Unit II	Grammatical Structures and Functions 2.1: Clauses and Phrases • Independent and dependent clauses • Types of phrases: noun, verb, adjectival, adverbial, and prepositional phrases 2.2: Complex and Compound Sentences • Formation and usage of complex and compound sentences • Coordinating and subordinating conjunctions 2.3: Passive Voice • Constructing sentences in passive voice • When and why to use passive voice in professional writing 2.4: Direct and Indirect Speech • Rules for converting direct speech to indirect speech and vice versa • Importance of indirect speech in professional communication	7
Unit III	Common Errors in Writing 3.1: Subject-Verb Agreement • Rules of subject-verb agreement • Common mistakes and how to avoid them 3.2: Pronoun-Antecedent Agreement • Ensuring pronouns agree with their antecedents in number and gender • Common pitfalls and correction strategies 3.3: Misplaced and Dangling Modifiers • Identifying and correcting misplaced and dangling modifiers • Strategies for clear and precise writing 3.4: Punctuation Errors • Common punctuation mistakes (commas, semicolons, colons, apostrophes) • Rules for correct punctuation in professional writing	8

Unit IV	Effective Writing Strategies 4.1: Planning and Organizing • Importance of planning before writing • Strategies for organizing ideas and structuring content 4.2: Drafting and Revising • Techniques for drafting professional documents • Importance of revising and editing for clarity and coherence 4.3: Clarity and Conciseness • Writing clear and concise sentences • Avoiding redundancy and unnecessary jargons 4.4: Tailoring Writing for Different Audiences • Understanding and addressing the needs of different audiences • Adapting tone and style for various professional contexts	7
NOTE	Generic Open Elective Course (GOE) will be taught in an interactive mode through demonstration method. Hence, the BoS of Science Languages recommends 2 batches of 16 students each for practical input during the prescribed learning hours.	
References	BOOKS • <i>Technical Communication, Principles and Practice-</i> Meenakshi Raman, Sangita Sharma. Oxford University Press, 3rd edition ISBN: 9780199457496 • <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726 • <i>English Language: Description, Variation and Context</i> 2nd Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823 • <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2nd edition, Oxford University Press, • "English Grammar in Use" by Raymond Murphy • "Business English: The Writing Skills You Need for Today's Workplace" by Natalie Canavor • "Perfect English Grammar: The Indispensable Guide to Excellent Writing and Speaking" by Grant Barrett	

	• Quirk R. & Sidney Greenbaum. A University Grammar of English. ELBS. • Swan, Michael. Practical English Usage. Oxford University Press, 2005. • A handy reference book covering essential grammar rules and tips for improving writing and speaking. WEBSITES AND ONLINE RESOURCES • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/ • Online resources and grammar tools such as Grammarly	
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Sant Gadge Baba Amravati University, Amravati

B. A. – Part- I

Generic Open Elective Course (GOEC) IV

Effective English Communication and Soft Skills Development

Level	Semester	Course Code	Course Name	Credits	Teaching Hours	Exam Duration	Max Marks
4.5	I	61507	Effective English Communication and Soft Skills Development	2	30	2 Hrs	30

Course Objectives	• Improve students' ability to communicate effectively and confidently in both verbal and non-verbal forms in professional and social settings. • Equip students with the skills necessary to write clear, concise, and effective professional documents, including emails, reports, and proposals. • Increase students' vocabulary and understanding of grammatical rules to improve overall language accuracy and fluency. • Develop essential soft skills such as emotional intelligence, time management, teamwork, and leadership to enhance personal and professional growth. • Train students in preparing and delivering compelling presentations and speeches, focusing on engaging and persuasive communication techniques. • Equip students with the strategies and techniques to approach and solve problems efficiently, encouraging innovative thinking and decision-making.	
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	- Integrate communication skills with soft skills development, providing students with a well-rounded foundation for professional success. - Provide students with essential communication skills and soft skills necessary for professional success, blending practical exercises with theoretical knowledge. - Apply the styles of facial management and expression to emotions.	
Course Outcomes	<i>At the end of this course, students will be able to:</i> - Enhance Verbal and Non-verbal Communication Skills: - Develop Proficient Written Communication: - Expand Vocabulary and Grammar Proficiency: - Foster Critical Soft Skills: - Build Effective Presentation and Public Speaking Skills: - Cultivate Problem-Solving and Critical Thinking Skills:	
UNIT	CONTENTS	HOURS
Unit I:	Foundation of English Communication Skills 1.1: Basics of English Communication - Understanding the communication process - Elements of effective communication - Overcoming communication barriers 1.2: Grammar and Sentence Structure - Basic grammar rules - Constructing clear and correct sentences - Common grammatical errors and how to avoid them 1.3: Vocabulary Building - Techniques for expanding vocabulary - Contextual learning and usage of new words - Idiomatic expressions and phrasal verbs 1.4: Listening Skills - Importance of active listening - Techniques for improving listening comprehension - Listening exercises and activities	08
Unit II:	Verbal and Non-verbal Communication 2.1: Verbal Communication Skills - Effective speaking techniques - Articulation, pronunciation, and fluency	07

	- Strategies for engaging and persuasive speaking 2.2: Non-verbal Communication Skills - The role of non-verbal communication in human interactions - The role of non-verbal messages - Traditional Code of non-verbal communication 2.3: Public Speaking and Presentations - Objective, outline of the public speaking - Preparing and organizing a presentation - Overcoming public speaking anxiety - Delivering impactful presentations 2.4: Interpersonal Communication - Building interpersonal relationships - Effective communication in teams - Conflict resolution and negotiation skills	
Unit III	Written Communication Skills 3.1: Professional Writing - Introduction to the writing Process - Difference between academic and non-academic writing - Report and proposal writing 3.2: Writing for Clarity and Precision - Structuring sentences and paragraphs - Techniques for clarity and coherence - Editing and proof reading 3.3: Technical Writing - Basics of technical writing- audience, purpose and strategy - Writing manuals, guides, and technical reports - Ensuring accuracy and clarity in technical documents 3.4: Creative Writing - Exploring different forms of creative writing (short stories, poems, essays, personal narrative etc) - Techniques for creative expression - Developing a personal writing style - Citing resources, editing, media, book and film review	08
Unit IV	Soft Skills Development 4.1: Emotional Intelligence Understanding emotional intelligence (EQ) Developing self-awareness and empathy Applying EQ in professional settings 4.2: Time Management and Organization Techniques for effective time management Prioritization and goal setting Organizational skills and productivity	07

	4.3: Teamwork and Collaboration Building effective teams Roles and responsibilities within a team Collaboration and synergy 4.4: Leadership and Motivation Characteristics of effective leaders Motivational techniques and strategies Developing leadership skills	
NOTE	Generic Open Elective Course (OE) will be taught in an interactive mode through demonstration method. Hence, the BoS of Science Languages recommends 2 batches of 16 students each for practical input during the prescribed learning hours.	
References	BOOKS • <i>Technical Communication, Principles and Practice-</i> Meenakshi Raman, Sangita Sharma. Oxford University Press, 3rd edition ISBN: 9780199457496 • <i>A Course in English Communication for the Learners of English as a Second Language</i> – Madhavi Apte, PHI Learning, ISBN: 9788120330726 • <i>English Language: Description, Variation and Context</i> 2nd Edition by J Culpeper and others, Bloomsbury Academic, ISBN: 9781137571823 • <i>Communication Skills</i> – Sanjay Kumar and Pushpa Lata, 2nd edition, Oxford University Press, • "Business Communication: Building Critical Skills" by Kitty O. Locker and Stephen KyoKaczmarek • "Professional Writing Skills: A Write It Well Guide" by Natasha Terk • "Emotional Intelligence: Why It Can Matter More Than IQ" by Daniel Goleman • "The 7 Habits of Highly Effective People" by Stephen R. Covey • Online resources such as Grammarly, Purdue OWL, and TED Talks	

	WEBSITES AND ONLINE RESOURCES • https://www.teachingenglish.org.uk/ • https://www.britishcouncil.in/programmes/english/teaching-english-india • https://www.britishcouncil.in/teach/resources-for-teachers • https://elt.oup.com/ • https://www.cambridgeenglish.org/	
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Question Paper Pattern

Paper – III & IV

Time: 2 Hours

Total Marks: 30

Question No. 01

- (a) Three short answer questions to be attempted out of Five, in about 50 words from the topics given in Unit I & Unit II **(3 X 2) 6 marks**
- (b) Three long answer questions to be attempted out of Five, in about 100 words from the topics given in Unit I & Unit II **(3X 3) 9 marks**

Question No. 02

- (c) Three short answer questions to be attempted out of Five, in about 50 words from the topics given in Unit III & Unit IV **(3 X 2) 6 marks**
- (a) Three long answer questions to be attempted out of Five, in about 100 words from the topics given in Unit III & Unit IV **(3 X 3) 9 marks**

Distribution of 20 Marks and Scheme of (GOEC) Practical Internal Assessment

1.Continuous Assessment Test CAT(at least three) – 05

2.Active Participation in Department Activities – 05

3.Submission of Home assignment –5

4.Viva-Voce – 05